

****AMENDED – 14 JUN 2004****
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 East McDowell Road, Phoenix, AZ 85008-3495
PHONE (602) 267-2783; DSN 853-2783
WEBSITE: www.az.ngb.army.mil/hro
INDEFINITE
TECHNICIAN VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 04-184T

OPENING DATE: 03 JUN 2004

CLOSING DATE: 06 JUL 2004

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

HUMAN RESOURCES ASSISTANT, GS-0203-06, TC80509E000

APPOINTMENT FACTORS:	OFFICER ()	WARRANT OFFICER ()	ENLISTED (X)
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SALARY RANGE:

\$29,761 - \$38,694 PA

SUPERVISORY () MANAGERIAL ()

NON-SUPERVISORY/NON-MANAGERIAL (X)

LOCATION OF POSITION:

HUMAN RESOURCES OFFICE, JOINT FORCE HEADQUARTERS, PHOENIX, AZ

AREA OF CONSIDERATION: This position is the Federal/Excepted Civil Service and is open to current members of the Arizona Air National Guard and those eligible for membership. Individual selected will receive an Indefinite appointment and may be converted to Permanent once the position is no longer encumbered. If a Permanent technician is selected, they will remain in that status. **Priority consideration will be given to full-time employees before considering applicants from an outside source.** Acceptance of a Federal excepted technician position will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

NOTE: This position is encumbered by an employee who has restoration rights IAW USERRA

NATIONAL GUARD REQUIREMENTS: Excepted employees must wear the uniform prescribed by the Adjutant General. Acceptance of the position constitutes concurrence with this requirement. Once the selection is made, the candidate(s) must be a member of the Arizona (AIR) National Guard (JFHQ), qualify for and be placed in the following compatible AFSC/MOS/AOC: 3S0X1/3S0X0

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

KNOWN PROMOTION POTENTIAL: NONE

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge in resolving pay and human resources processing terminology, procedures, provisions and restrictions.
2. Knowledge of corresponding benefits and options to process a full range of official personnel actions for both dual and non-dual status positions.
3. Knowledge of regulations covering Federal Employee Benefits (FEHB, TSP, FEGLI, etc.).
4. Ability to prioritize actions that directly affect employee benefits or employee benefit programs (i.e. open season enrollment).
5. Skill in the use of an automated personnel system.
6. Ability to communicate effectively both orally and in writing.

INSTRUCTIONS FOR APPLYING: Individuals who meet the basic qualification requirements (General and Specialized Experience) may apply. **Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment) , or a Resume. OPTIONAL FORM 306 (DECLARATION FOR FEDERAL EMPLOYMENT) MUST BE SUBMITTED WITH THE APPLICATION. FAILURE TO SUBMIT THIS FORM WILL CAUSE THE APPLICATION TO NOT BE REVIEWED.** Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), 335-2-R (Knowledge, Skill and Ability Supplement), and 335-4-R (Applicant Research Questionnaire). Applications will be accepted without the AZNG Forms. However, applications may not receive an adequate evaluation if these forms are not submitted. Applications must arrive in the HRO Office by close of business on closing date shown on announcement. All applicants must be citizens (or owe allegiance to the U.S.). **USE OF GOVERNMENT RESOURCES (FAX, MAIL, ETC.) TO SEND APPLICATIONS IS PROHIBITED AND WILL NOT BE ACCEPTED BY THE HUMAN RESOURCES OFFICE. FAXED APPLICATIONS WILL NOT BE ACCEPTED.** For further information call 267-2783 or DSN 853-2783. **EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must fully substantiate on their application how they meet the requirements listed below in the Specialized Experience area; otherwise applicant will be considered unqualified for this position.

SPECIALIZED EXPERIENCE: Must have 9 months experience which demonstrates the knowledge of and skill in applying a wide range of Human resources transactions related to employee relations, employee benefits, recruitment and placement. Experience in providing guidance and assistance to supervisors, managers, and employees on a variety of HR matters, to include resolving minor employee problems pertaining to pay, system rejects, wage grade schedule changes, and employee benefit programs.

BRIEF JOB DESCRIPTION: This position is located in the Human Resources Office (HRO), Phoenix, Arizona. The primary purpose of this position is to provide limited technical assistance and clerical support to Human Resources Specialists within the office and to managers, supervisors and technicians of the serviced organizations on human resources matters. Provides assistance in executing the employee benefits program. Explains eligibility for retirement, leave, health benefits, and life insurance. Determines creditable service (service computation dates [SCD]) for leave category, retirement, Thrift Savings Plan (TSP), etc. Provides administrative and clerical support for incentive awards and performance appraisal programs. Reviews all requested incentive awards actions for completeness. Returns actions that are not in compliance with local or NGB regulation requirements. May prepare locally required statistical data on each nomination for review and used by management. Forwards computer produced notification of due appraisal to supervisors prior to close out date of appraisal. Monitors responses from the field. Maintains necessary records, files and statistical data to ensure a viable program.

SELECTING SUPERVISOR: MS. MARY CAMPBELL